

Special Notation Note

Due to the TAMs and Manuals being PDFs, none of the hyperlinks are working properly.

For ALL TAMs and Manuals, which are found in the resources on the SBAC Portal, use the following link and scroll down to the appropriate resource.

<https://sd.portal.airast.org/resources/user-guides-manuals-ta/>

Smarter Balanced Administration



Division of Instruction & Learning
Office of Assessment

Session Topics

1. Preparation is the KEY to success!
2. Accessibility: Setting up tools, supports, and accommodations
3. Administration: It is designed to work for you!
4. Appeals: What you need to know
5. Monitoring Process: Hints and tips
6. The Formative Side: Interim Assessments and Digital Library

Be Prepared!



PREPARATION
It can only lead to success

Window dates to remember

- **Summative Assessment:** March 6th – May 3th, 2019
- Interim Assessments
 - ICAs: August 21st – February 28th
 - IABs: August 21st – May 3rd
 - Practice Test: August 30th – July 31st

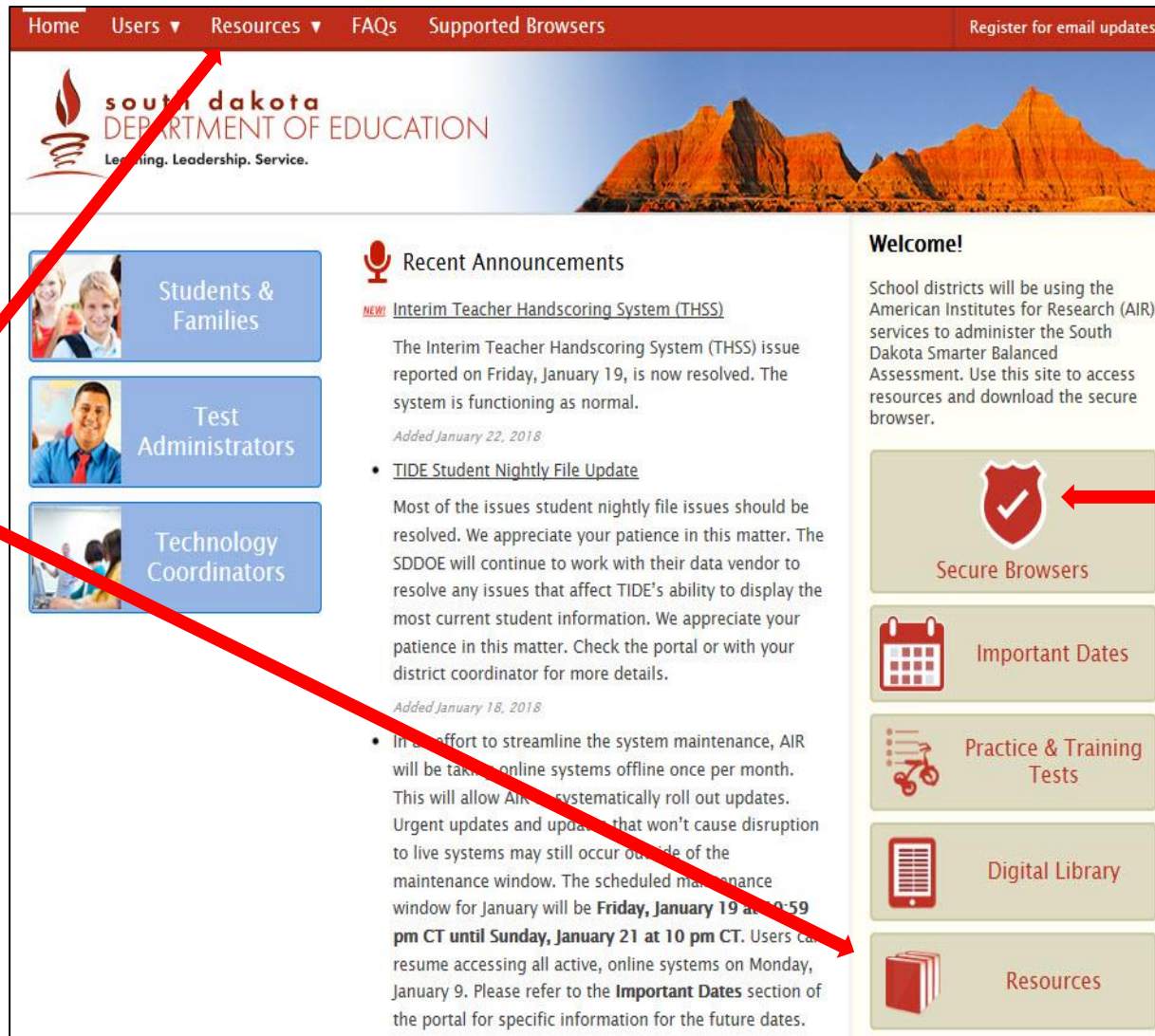
Participation

- All enrolled students **must** be assessed
 - Grades 3-8 & HS (Grade 11)
- Participation
 - Ensure accurate information in Infinite Campus
 - Students must submit **both** the CAT and PT for each content assessment

SBAC Portal: <http://sd.portal.airast.org>

- Manuals
 - Key Documents and Resources tabs
- Secure Browsers
 - Downloads available from main page
- HelpDesk Information Template
 - Key Documents

Navigating the Portal



The screenshot shows the South Dakota Department of Education portal. A red arrow points from the 'Manuals' label to the 'Resources' menu item in the top navigation bar. Another red arrow points from the 'Manuals' label to the 'Secure Browsers' button in the right sidebar. The portal layout includes a top navigation bar with links: Home, Users, Resources, FAQs, Supported Browsers, and a 'Register for email updates' link. The main content area features a left sidebar with 'Students & Families', 'Test Administrators', and 'Technology Coordinators'. The central area has 'Recent Announcements' with two items: 'Interim Teacher Handscoring System (THSS)' and 'TIDE Student Nightly File Update'. The right sidebar contains a 'Welcome!' message and a list of buttons: 'Secure Browsers', 'Important Dates', 'Practice & Training Tests', 'Digital Library', and 'Resources'.

Home Users Resources FAQs Supported Browsers Register for email updates

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Students & Families

Test Administrators

Technology Coordinators

Recent Announcements

NEW! [Interim Teacher Handscoring System \(THSS\)](#)

The Interim Teacher Handscoring System (THSS) issue reported on Friday, January 19, is now resolved. The system is functioning as normal.

Added January 22, 2018

- [TIDE Student Nightly File Update](#)

Most of the issues student nightly file issues should be resolved. We appreciate your patience in this matter. The SDDOE will continue to work with their data vendor to resolve any issues that affect TIDE's ability to display the most current student information. We appreciate your patience in this matter. Check the portal or with your district coordinator for more details.

Added January 18, 2018

- In an effort to streamline the system maintenance, AIR will be taking online systems offline once per month. This will allow AIR to systematically roll out updates. Urgent updates and updates that won't cause disruption to live systems may still occur outside of the maintenance window. The scheduled maintenance window for January will be **Friday, January 19 at 9:59 pm CT until Sunday, January 21 at 10 pm CT**. Users can resume accessing all active, online systems on Monday, January 9. Please refer to the **Important Dates** section of the portal for specific information for the future dates.

Welcome!

School districts will be using the American Institutes for Research (AIR) services to administer the South Dakota Smarter Balanced Assessment. Use this site to access resources and download the secure browser.

Secure Browsers

Important Dates

Practice & Training Tests

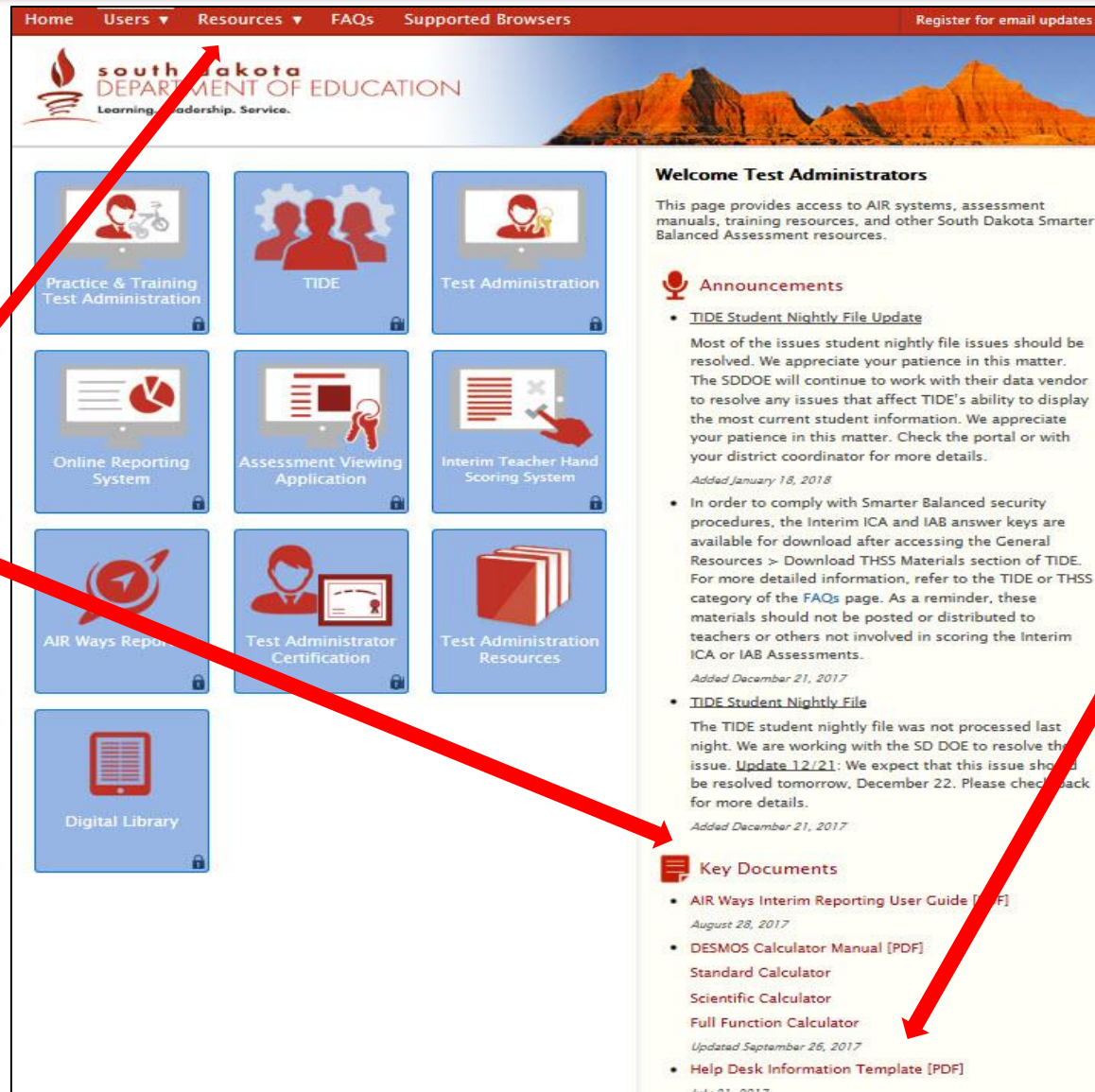
Digital Library

Resources

Manuals

Secure Browsers

Navigating the Portal



The screenshot shows the South Dakota Department of Education portal. A red arrow points from the 'Manuals' label to the 'Resources' dropdown menu in the top navigation bar. Another red arrow points from the 'Manuals' label to the 'AIR Ways Report' icon in the main content area. A third red arrow points from the 'Help Desk Info Template' label to the 'Help Desk Information Template [PDF]' link in the 'Key Documents' section.

Home **Users** **Resources** **FAQs** **Supported Browsers** [Register for email updates](#)

Practice & Training Test Administration

TIDE

Test Administration

Online Reporting System

Assessment Viewing Application

Interim Teacher Hand Scoring System

AIR Ways Report

Test Administrator Certification

Test Administration Resources

Digital Library

Welcome Test Administrators

This page provides access to AIR systems, assessment manuals, training resources, and other South Dakota Smarter Balanced Assessment resources.

Announcements

- TIDE Student Nightly File Update**
Most of the issues student nightly file issues should be resolved. We appreciate your patience in this matter. The SDDOE will continue to work with their data vendor to resolve any issues that affect TIDE's ability to display the most current student information. We appreciate your patience in this matter. Check the portal or with your district coordinator for more details.
Added January 18, 2018
- In order to comply with Smarter Balanced security procedures, the Interim ICA and IAB answer keys are available for download after accessing the General Resources > Download THSS Materials section of TIDE. For more detailed information, refer to the TIDE or THSS category of the **FAQs** page. As a reminder, these materials should not be posted or distributed to teachers or others not involved in scoring the Interim ICA or IAB Assessments.
Added December 21, 2017
- TIDE Student Nightly File**
The TIDE student nightly file was not processed last night. We are working with the SD DOE to resolve this issue. **Update 12/21:** We expect that this issue should be resolved tomorrow, December 22. Please check back for more details.
Added December 21, 2017

Key Documents

- AIR Ways Interim Reporting User Guide [PDF]**
August 28, 2017
- DESMOS Calculator Manual [PDF]**
Standard Calculator
Scientific Calculator
Full Function Calculator
Updated September 26, 2017
- Help Desk Information Template [PDF]**
July 21, 2017

Manuals

Help Desk
Info
Template

Finding Resources



Home Users Resources ▼ FAQs Supported Browsers Register for email alerts | Settings

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Students & Families

Test Administrators

Technology Coordinators

Recent Announcements

South Dakota Smarter Balanced Assessment

School districts will be using the American Institutes for Research (AIR) services to administer the South Dakota Smarter Balanced Assessment. Use this site to access resources and download the secure browser.

Secure Browsers

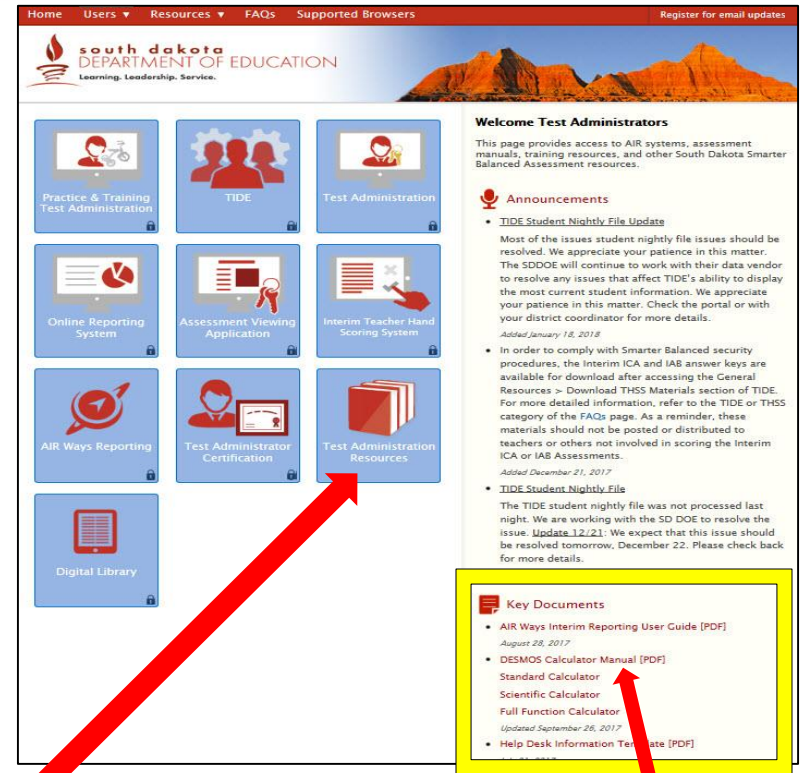
Important Dates

Practice & Training Tests

Digital Library

Resources

Portal Main Page



Home Users Resources ▼ FAQs Supported Browsers Register for email updates

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Welcome Test Administrators

This page provides access to AIR systems, assessment manuals, training resources, and other South Dakota Smarter Balanced Assessment resources.

Announcements

Practice & Training Test Administration

TIDE

Test Administration

Online Reporting System

Assessment Viewing Application

Interim Teacher Hand Scoring System

AIR Ways Reporting

Test Administrator Certification

Test Administration Resources

Digital Library

Key Documents

- AIR Ways Interim Reporting User Guide [PDF]
- August 28, 2017
- DESMOS Calculator Manual [PDF]
- Standard Calculator
- Scientific Calculator
- Full Function Calculator
- Updated September 26, 2017
- Help Desk Information Template [PDF]

User Entrance Page


Multiple places to find support resources


Important Manuals

Test Information Distribution Engine



Login

joe.moran@state.sd.us

.....

[Forgot Your Password?](#)


Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.


[Request a new one for this school year.](#)

TIDE


 **south dakota**
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.


Administration: SD 2018-2019 | User: Moran, Joe (STATE)


[General Resources](#) [Help](#) [Inbox](#) [Manage Account](#) [Log Out](#)




Preparing for Testing


Users


Students


Rosters




Administering Tests


Appeals 0

Monitoring Test Progress

Print Testing Tickets



After Testing

Data Cleanup

College, Career, Life Ready

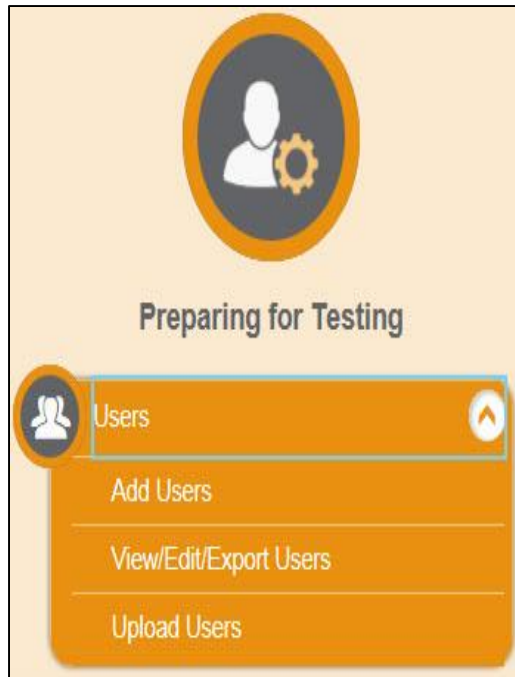
doe.sd.gov

One stop shop for preparing everything for the assessments


- Users: Educators accounts
- Students: Tools, supports, accommodations
- Rosters: Connect educators to appropriate student data
- Appeals: Reporting issues
- Monitoring Test Progress: Administrative Oversight
 - Note: Will look at **appeals** and **monitoring** more closely during the administration section
- Test Tickets: Student access to assessments

Users: For **all** educator roles




- View/Edit/Export allows for administrative oversight and control of district/school users
 - Use the ADD Users function if you are missing a user
 - DA: District Administrator (Typically District Assessment Coordinator)
 - ☐ This account is created by SDDOE
 - ☐ All other district/school accounts are created by DA and supporting team members
- User Roles
 - Use [User Roles and Access to SD SBA Systems 2018-2019](#)
 - Found in resources: manuals and guides
 - Page four of the [TAM](#) includes a complete list of user roles and responsibilities
- Notes
 - Roles are hierarchal in nature so each person only needs **one** account
 - TE should be used for teachers , TA accounts can't be connected to students







[TIDE Manual](#) pgs. 26-31

 **south dakota**
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Administration: SD 2017-2018 | Role: STATE


General Resources ▾ ? Help  Inbox  Manage Account ▾  Log out

  Preparing for Testing  Administering Tests  After Testing

Find Student by ID

Users ▾ Students ▾ Rosters ▾

Add Users

 Use this page to add users to assessment systems. [more info ▾](#)

Save

Cancel

PERSONNEL

*Role: School Teacher (TE) ▾

*State: South Dakota - 000000 ▾

*District: Polo Training District - 69 ▾

*School: Polo Elementary -03 - 69 ▾

*Email Address:

*First Name:

*Last Name:

Phone:

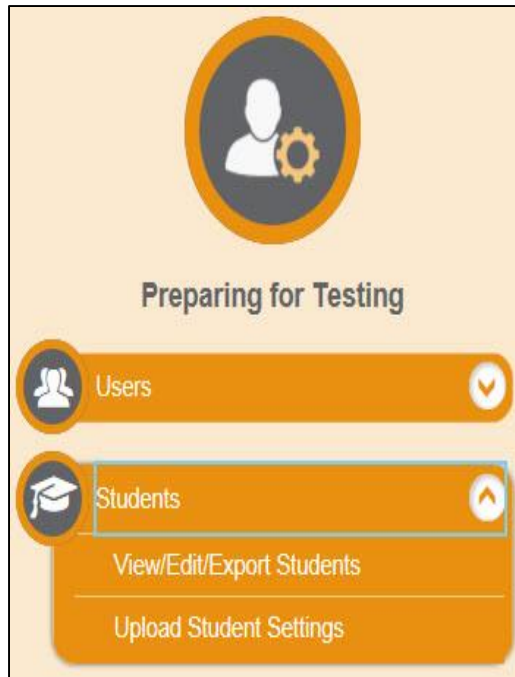
Trained Proctor: ☐ Yes ☐ No

Save

Cancel

Students

Students: For **all** assessed students

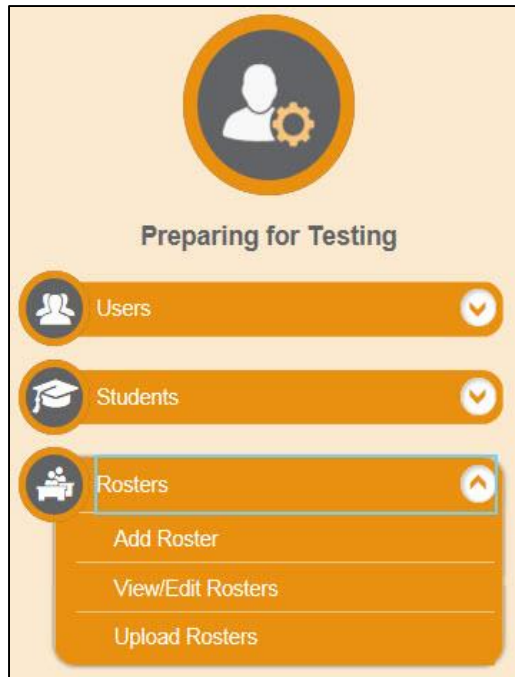


- Remember: **ALL** student demographic information is rolled into TIDE automatically when your Infinite Campus updates
- View/Edit/Export allows for administrative oversight of student accounts and permissions
 - Demographic information is greyed out and unmanipulable
 - ☐ If information is wrong, then it needs to be corrected in Infinite Campus
 - Can manipulate
 - ☐ Interim Eligibility
 - ☐ Tools, Supports, and Accommodations
- Notes
 - Updates to student profiles could take 24-72 hours to install properly, staying on top of this information is important to keep assessment schedules on time

[TIDE Manual](#) pgs. 32-45

Rosters

Rosters: A tool created to allow districts/schools to maintain FERPA laws yet still provide educators with necessary student data

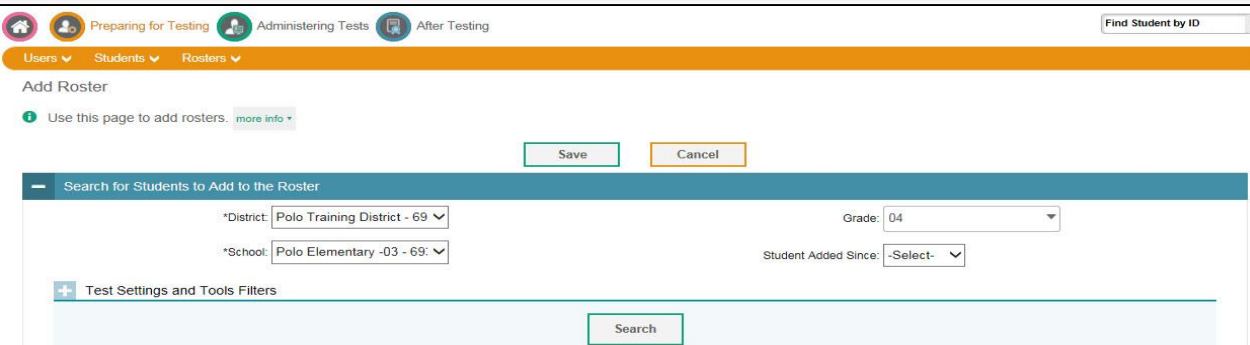


- View/Edit/Export allows for administrative oversight of student data and permissions for appropriate viewing
 - Use ADD Roster to attach students to educators
- Notes
 - Rosters are designed to be flexible enough to meet the demands of every district/school
 - It is important that teams of people are making informed decisions as to how best utilize rosters for your specific situation

[TIDE Manual](#) pgs. 45-55

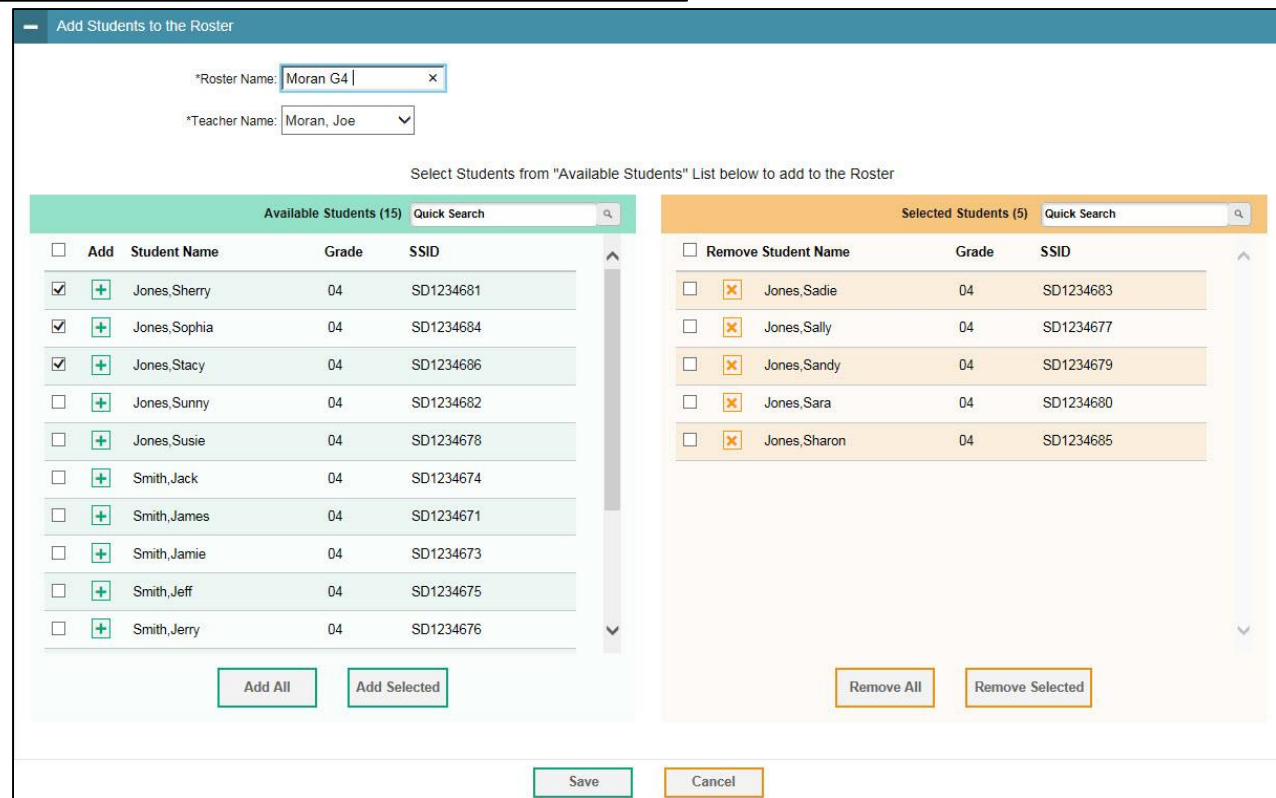
Rosters

Filter to the appropriate district/school/grade



Use system on left to create rosters

- Make rosters fit **your** needs
- Be sure to name so it makes sense!

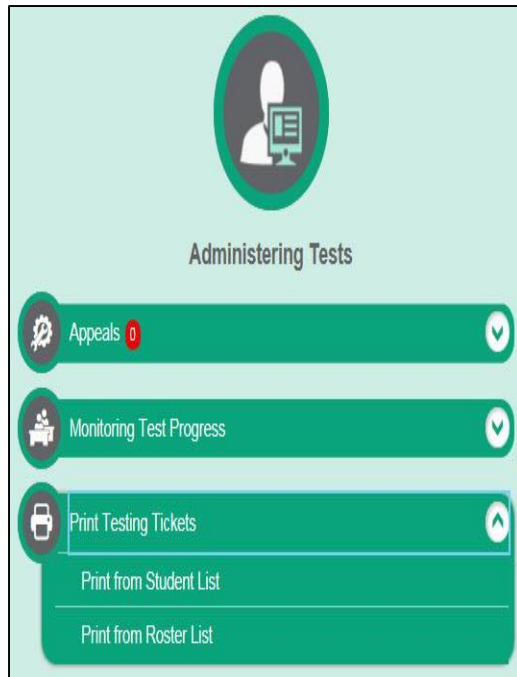


| Available Students (15) | | | | |
|-------------------------------------|--------------------------|--------------|-------|-----------|
| | Add | Student Name | Grade | SSID |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Jones,Sherry | 04 | SD1234681 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Jones,Sophia | 04 | SD1234684 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Jones,Stacy | 04 | SD1234686 |
| <input type="checkbox"/> | <input type="checkbox"/> | Jones,Sunny | 04 | SD1234682 |
| <input type="checkbox"/> | <input type="checkbox"/> | Jones,Susie | 04 | SD1234678 |
| <input type="checkbox"/> | <input type="checkbox"/> | Smith,Jack | 04 | SD1234674 |
| <input type="checkbox"/> | <input type="checkbox"/> | Smith,James | 04 | SD1234671 |
| <input type="checkbox"/> | <input type="checkbox"/> | Smith,Jamie | 04 | SD1234673 |
| <input type="checkbox"/> | <input type="checkbox"/> | Smith,Jeff | 04 | SD1234675 |
| <input type="checkbox"/> | <input type="checkbox"/> | Smith,Jerry | 04 | SD1234676 |

| Selected Students (5) | | | | |
|--------------------------|-------------------------------------|--------------|-------|-----------|
| | Remove | Student Name | Grade | SSID |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Jones,Sadie | 04 | SD1234683 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Jones,Sally | 04 | SD1234677 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Jones,Sandy | 04 | SD1234679 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Jones,Sara | 04 | SD1234680 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Jones,Sharon | 04 | SD1234685 |

Test Tickets

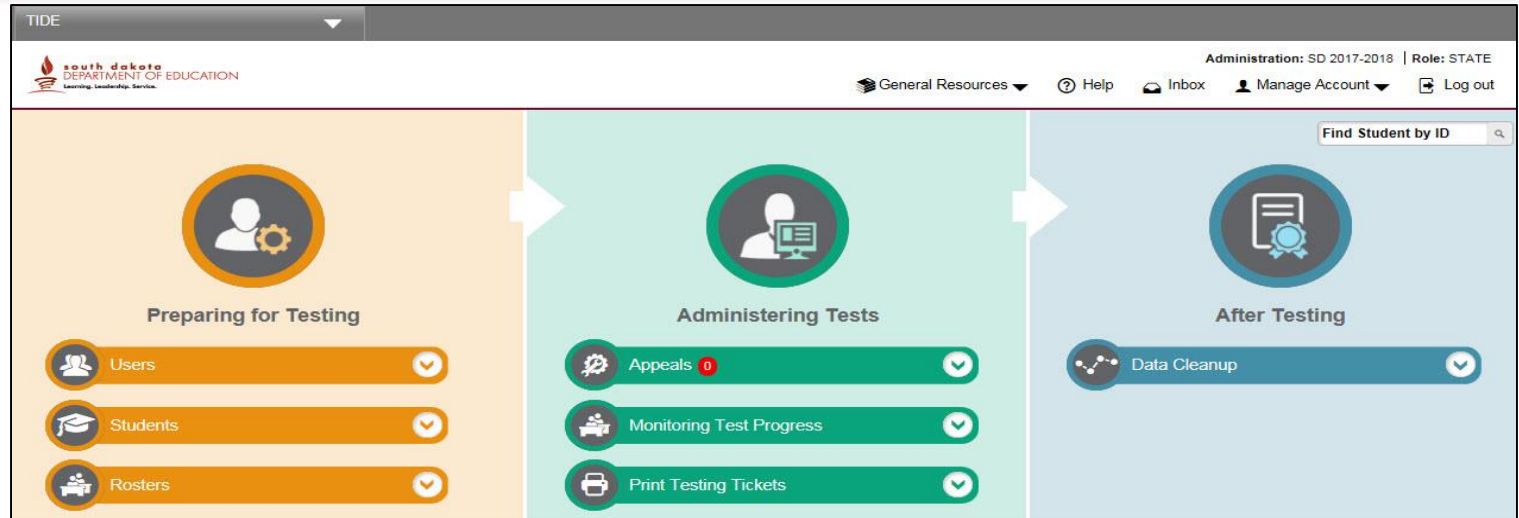
Test Tickets: A hard-copy form with student demographic information and assessment access information



- Capable of printing from Student list or Roster list
 - Roster lists can be easier if rosters are set up to match the assessment schedule
 - Print function also allows for printing of rosters and student settings/tools
 - A single test ticket will provide the student with access to all pieces of the ELA and math assessments
- Notes
 - Test Tickets are secure documents
- [TIDE Manual](#) pgs. 56-58

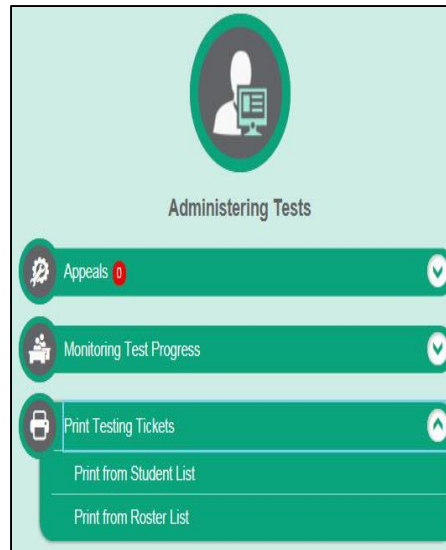
The Process

1. TIDE



2. Administering Tests

- Print Test Tickets



Test Tickets

3. Filter for appropriate roster
4. Check the roster box you wish to print
5. Select the Print button
6. Select Test Tickets

View/Edit Rosters

Use this page to view, edit, or delete rosters. [more info](#)

Search for Rosters to Edit

*District: Polo Training District - 69 ▼ *Roster Type: User Defined ▼

*School: Polo Elementary - 03 - 69 ▼

Search

on, you may print 1000 students at a time.

Enter search terms to filter search results

| | Grades In Roster | Number Of Students |
|---|------------------|--------------------|
| <input checked="" type="checkbox"/> Moran: Montrose | 03 | 8 |

7. Select format you wish to use to print

Print Cancel

Print Options

Roster

☒ Test Tickets

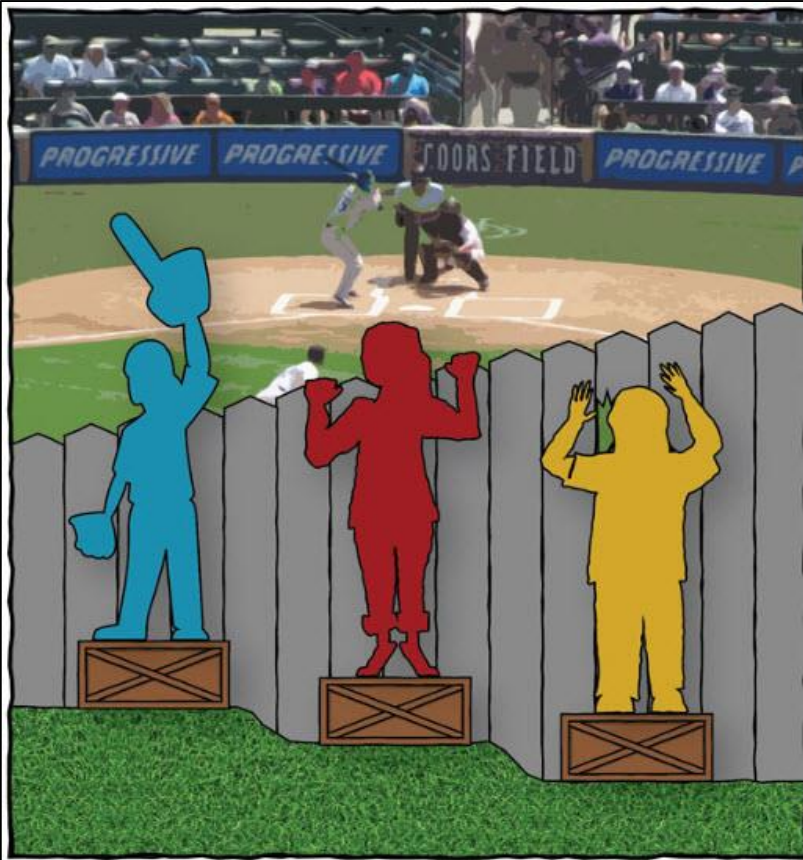
Student Settings and Tools

Choose a Test Ticket layout:

☒ 5 x 2 ☐ 3 x 2 ☐ 2 x 2 ☐ 1 x 1

| | |
|---|---|
| 1 | 2 |
| 3 | 4 |

Accessibility



EQUALITY



EQUITY

Universal Tools

Designated Supports

Embedded

Breaks, Calculator, Digital Notepad, English Dictionary, English Glossary, Expandable Passages, Global Notes, Highlighter, Keyboard Navigation, Line Reader, Mark for Review, Math Tools, Spell Check, Strikethrough, Thesaurus, Writing Tools, Zoom

Non-embedded

Breaks, English Dictionary, Scratch Paper, Thesaurus

Embedded

Color Contrast, Masking, Mouse Pointer, Streamline, Text-to-speech, Translated Test Directions, Translations (Glossary), Translations (Stacked), Turn off Any Universal Tools

Non-embedded

Amplification, Bilingual Dictionary, Color Contrast, Color Overlay, Magnification, Medical Device, Noise Buffers, Read Aloud, Read Aloud in Spanish, Scribe, Separate Setting, Simplified Test Directions, Translated Test Directions, Translations (Glossary)

Accommodations

Embedded

American Sign Language, Braille, Closed Captioning, Text-to-speech

Non-embedded

100s Number Table, Abacus, Alternate Response Options, Braille, Calculator, Multiplication Table, Print on Demand, Read Aloud, Scribe, Speech-to-text, Word Prediction

General Notes: Three levels of support both embedded and non-embedded

Level 1 – Universal Tools

- For ALL students
- Based on student preference/selection

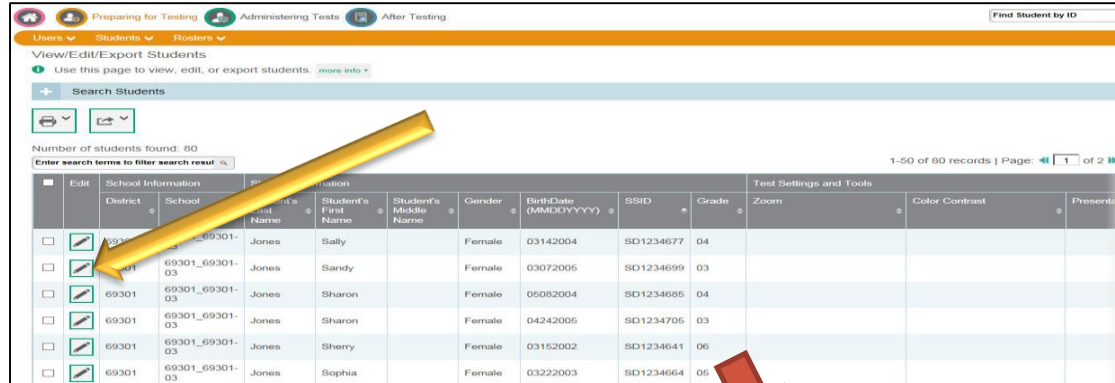
Level 2 – Designated Supports

- For ANY student
- Based on indication from educator/team, instructional supports, what is being assessed, and state policy

Level 3 – Documented Accommodations

- For a FEW students
- Based teams working on student's IEP or 504 plan, what is being assessed, and state policy

Set-up in TIDE

View/Edit/Export Students

Use this page to view, edit, or export students. [more info](#)

Search Students

Number of students found: 80

1-50 of 80 records | Page: 1 of 2

| | Edit | School Information | Student's First Name | Student's Middle Name | Gender | BirthDate (MMDDYYYY) | SSID | Grade | Test Settings and Tools | Color Contrast | Present |
|--------------------------|------|--|----------------------|-----------------------|--------|----------------------|-----------|-------|-------------------------|----------------|---------|
| <input type="checkbox"/> | | District: 69301 - Polo Training District - 69301 School: 69301_69301-03 | Jones | Sally | Female | 03142004 | SD1234677 | 04 | | | |
| <input type="checkbox"/> | | District: 69301 - Polo Training District - 69301 School: 69301_69301-03 | Jones | Sandy | Female | 03072005 | SD1234699 | 03 | | | |
| <input type="checkbox"/> | | District: 69301 - Polo Training District - 69301 School: 69301_69301-03 | Jones | Sharon | Female | 05082004 | SD1234686 | 04 | | | |
| <input type="checkbox"/> | | District: 69301 - Polo Training District - 69301 School: 69301_69301-03 | Jones | Sharon | Female | 04242005 | SD1234705 | 03 | | | |
| <input type="checkbox"/> | | District: 69301 - Polo Training District - 69301 School: 69301_69301-03 | Jones | Sherry | Female | 03152002 | SD1234641 | 06 | | | |
| <input type="checkbox"/> | | District: 69301 - Polo Training District - 69301 School: 69301_69301-03 | Jones | Sophia | Female | 03222003 | SD1234664 | 05 | | | |

1. View/Edit/Export Students
2. Select the EDIT button for the appropriate student
3. Scroll to appropriate section of the student page
 - Top section is student demographics, this cannot be altered in TIDE

View/Edit Student

District: 69301 - Polo Training District - 69301

School: 69301_69301-03 - Polo Elementary -03

Student's Last Name:

Student's First Name:

Student's Middle Name:

*Gender: ☐ Male ☒ Female

BirthDate (MMDDYYYY):

*SSID:

*Confirmation Code:

*Grade:

Paper Tester:

District assigned student identifier:

*IDEA Indicator: ☐ Yes ☒ No

*LEP Status: ☐ Yes ☒ No

*Section 504:

Language Code:

English Language Proficiency Level:

Migrant Status: ☐ Yes ☒ No

First Entry Date into a US School (MMDDYYYY):

Limited English Proficiency Entry Date (MMDDYYYY):

Limited English Proficiency Exit Date (MMDDYYYY):

Title III Language Instruction Program Type:






Primary Disability Type:

Field Test

ELA:

MA:



Bottom of Student page

| | | |
|---|---|----------------------------------|
| + |  | Universal Tools Embedded |
| + |  | Embedded Designated Supports |
| + |  | Non-Embedded Designated Supports |
| + |  | Embedded Accommodations |
| + |  | Non-Embedded Accommodations |

| - Universal Tools Embedded | | | |
|----------------------------|--------------------|--------------------|--------------------|
| Universal Tools Embedded | ELA | ELA-PT | Mathematics |
| Translation (Glossary) ? | English Glossary ▼ | English Glossary ▼ | English Glossary ▼ |
| Zoom ? | 1X ▼ | 1X ▼ | 1X ▼ |

| - Embedded Designated Supports | | | |
|--------------------------------|--|--|--|
| Embedded Designated Supports | ELA | ELA-PT | Mathematics |
| Color Contrast ? | Black on White ▼ | Black on White ▼ | Black on White ▼ |
| Masking ? | ON <input checked="" type="checkbox"/> | ON <input checked="" type="checkbox"/> | ON <input checked="" type="checkbox"/> |
| Mouse Pointer ? | System Default ▼ | System Default ▼ | System Default ▼ |
| Text To Speech ? | None ▼ | None ▼ | None ▼ |

| - Non-Embedded Designated Supports | | | |
|------------------------------------|--------|--------|-------------|
| Non-Embedded Designated Supports | ELA | ELA-PT | Mathematics |
| Non-Embedded Designated Supports ? | None ▼ | None ▼ | None ▼ |

| - Embedded Accommodations | | | |
|---------------------------|------------------------------|---|---|
| Embedded Accommodations | ELA | ELA-PT | Mathematics |
| American Sign Language ? | OFF <input type="checkbox"/> | OFF <input type="checkbox"/> | OFF <input type="checkbox"/> |
| Braille Type ? | Not Applicable ▼ | Not Applicable ▼ | Not Applicable ▼ |
| Closed Captioning ? | OFF <input type="checkbox"/> |  |  |

- Above: The available sections for privileging students with supports
- Right: Expanded samples of available supports

Reference [Usability, Accessibility, and Accommodations Guidelines manual](#) for support

TIP: Use a LIVE Practice/Training Assessment Session to ensure student tools, supports, and accommodations are properly functioning.



1-page tutorial on the [SBAC Assessment webpage](#)

SDDOE SPED Contact

Beth Schiltz

Special Education Program Specialist

Beth.Schiltz@state.sd.us

605.773.4257

Administration



General Comments

- Preparation and communication are key!
- Know the manual in order to use the assessment system to meet your district/schools needs
- Understand the PAUSE Rule
- Take the HIGH STAKES out of accountability assessments
 - Fit the assessment into the normal schedule
- Monitor the district/school progress

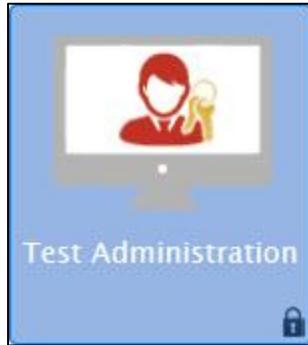
- Resources – Test Administrators
- Training Modules



Test Administration


The Process


1. Select



2. Enter

Login

 joe.moran@state.sd.us



[Forgot Your Password?](#)

Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.


[Request a new one for this school year.](#)

3. Chose the appropriate assessment or group of assessments

Operational Test Selection Expand All

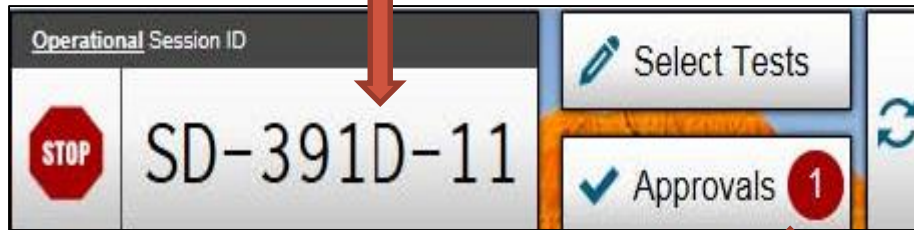
Choose which tests to add to your session from the tree, and then start your session.

- ☐ Interim - IAB
- ☒ Summative
 - ☒ ELA
 - ☒ Grade 3
 - ☒ Summative Grade 3 ELA
 - ☒ Summative Grade 3 ELA Performance Task
 - ☒ Grade 4
 - ☒ Summative Grade 4 ELA
 - ☐ Summative Grade 4 ELA Performance Task
 - ☐ Grade 5
 - ☐ Grade 6

 **Start Operational Session** Close Reason for Interim Session: Unassigned

Test Administration

4. Provide students the Session ID

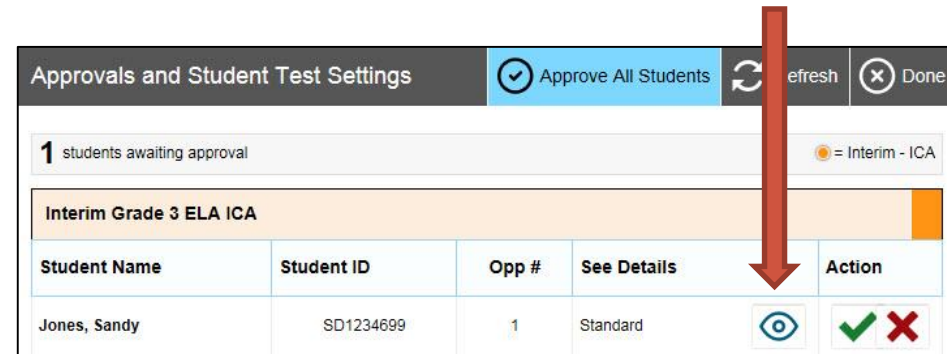


*Top RIGHT of TA Session screen

5. Follow TAM/Approve students

6. Action button appears after approve is selected

- Check supports!



Test Administration

7. Check supports and select set & approve

Test Settings for: Jones, Sandy

☒ Set
 ☒ Set & Approve
 ☐ Cancel

You must select [Set] or [Set & Approve] to confirm these test settings and return to the main Approvals screen to approve this student.


Student ID: SD1234699 | Interim Grade 3 ELA ICA | Opp # 1

Universal Tools Embedded

| | |
|---------------------|----|
| Digital Notepad | On |
| Expandable Passages | On |
| Highlighter | On |
| Line Reader | On |
| Mark for Review | On |
| Strikethrough | On |

8. Monitor Student progress, etc.

Student Lookup


south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Operational Session ID: SD-391D-11

Select Tests

Students in your **Operational** Test Session

0 students awaiting approval 0 print requests 1 active tests

| Student Name | Student ID | Opp # | Test | Requests | Student Status | Test Settings | Pause Test |
|--------------|------------|-------|-------------------------|----------|----------------|---------------|--|
| Jones, Sandy | SD1234699 | 1 | Interim Grade 3 ELA ICA | | started: 8/43 | Standard | <input type="button" value="Settings"/> <input type="button" value="Pause"/> |

- Caution TEs to be attentive during session selection
 - Interim IABs will still be active, don't complete by mistake
- Rooms should be cleaned of content aids
 - Posters, student work, charts, etc.
- Have a school wide understanding of assessing practices and schedules
- Have post assessment activities planned out and thoroughly explained

- Monitoring
 - Best practice is two staff in a room
 - Students should not leave room without an adult
 - TDS provides a dashboard for monitoring progress
 - All students will have more items assigned than the 40 due to the ongoing need to field test items
 - If ending a test session with the end of a class period, be sure to give students notice so they can review as needed before pausing the session.

- Pause Rule

- Know IT! Understanding is best way to ease the stress
- In general, at any point, the student can log off, use the restroom and return to their assessment with the ability to go back and change any work if they return before **20 minutes**.
- Students gone for more than 20 minutes will not be able to see/change previous items/work
- There are exceptions to the general rule; CAT versus PT, segments, technical issues, last item

- Submitting

- The submitting process has tripped districts/schools up in the past
- For accountability purposes, each enrolled student must submit 4 assessments
 - ELA CAT, ELA PT, Math CAT, Math PT
- Student completes last item on assessment
 1. Attention screen
 - Select **OK**
 2. Select **End Test** button that appeared
 3. Attention screen
 - Select **YES**
 4. Congratulations screen
 - Last chance to review solutions
 - Select **SUBMIT TEST**
 5. Warning screen
 - Select **YES**

- **Assessment Life Spans**

- CAT: Must be completed and submitted within 45 days of starting
- PT: Must be completed and submitted within 10 days of starting
- Appeals are available for appropriate usages
 - These are not to excuse responsibility to monitor assessments
- Think about life span of assessments when scheduling
 - Holidays and weekends are counted in the day count

Appeal Process



General Appeal Notes

- State policy determines appropriateness of appeals: TIDE Appeal Manual is a support resource, but does not override policy
 - Policy: Assessment statuses below are **NOT** appealable (EXCEPTION: Invalidation)
 - Completed: Student finished and submitted
 - Submitted: Assessment is being processed for quality assurance and scoring
 - Reported: Scoring is completed and assessment is reported in ORS
 - There are 5 chances for students to decide whether or not they have completed the assessment (As explained 3 slides earlier)

Types of Appeals

Remember: Test Status determines the type of appeal to use

- **Grace Period Extension**

- PAUSE Rule has expired
- Allows students to review locked items

- **Invalidation**

- Student took the wrong assessment or cheated
- Eliminates the assessment opportunity
 - No score
 - Non-reversible
 - No further attempts are allowed

Types of Appeals

- **Re-open**

- Re-opens an assessment (Or segment)
- Policy: Only available for **expired assessments**

- **Reset**

- Student started the wrong assessment or did not have proper accommodations in place
- Will erase all work on assessment

Assessment Statuses

- Pending/Suspended, Approved/Denied, and Started/Review
 - Normal statuses that should **not** require an appeal
 - **Reset** is possible for wrong assessment or accommodations
- Completed, Submitted, Reported
 - Statuses that final
 - Unless wrong assessment or cheating was determined, then you can invalidate via appeal


Assessment Statuses

- Expired
 - Assessment timed out
 - Can Re-open based on appropriateness and time between appeal and assessment activity
- Paused
 - Grace Period Extension or Reset based on situation
- Invalidated
 - Assessment is final and policy does **not** allow for re-opening

Appeal Process

The Process

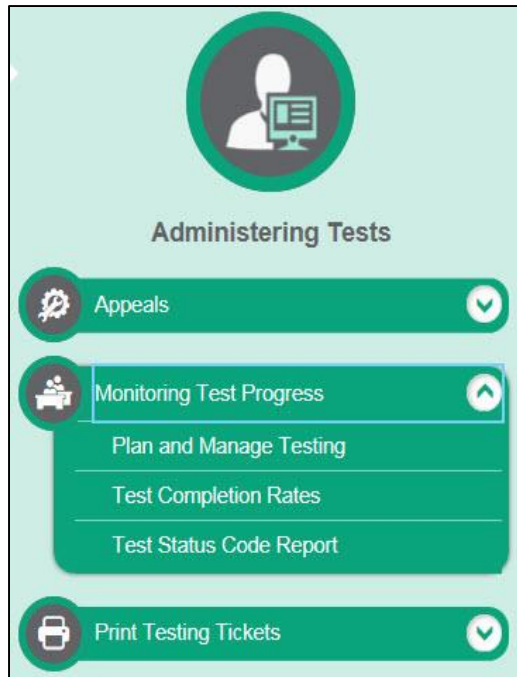


1. SBAC Portal
 2. TIDE
 3. Administering Tests Section
 1. Appeals
 2. Create
 4. Select type
 1. Must have Session ID **or** Result ID **or** Student ID
 5. Results populate
 1. Click check box for the appropriate appeal
 6. Click 
 7. Enter reason in the pop up window
 8. Click Submit
- [TIDE Manual](#) pgs. 58-65

Monitoring team assemble!



General Monitoring Notes



- Districts personnel are responsible for ensuring that all eligible students complete all tests
 - Know accountability expectations and requirements
- Monitoring completed using TIDE
 - Middle “Administering Tests” section (Green)
 - [TIDE Manual](#) pgs. 65-74

Monitoring Process

1. SBAC Portal

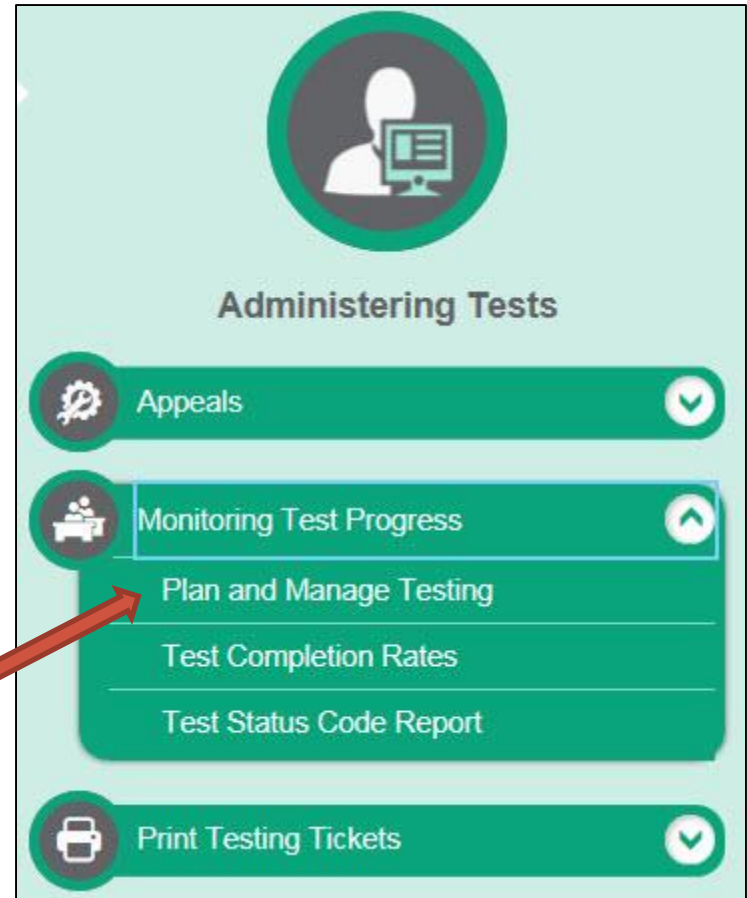
2. TIDE



3. Administering Tests

1. Monitoring Test Progress

2. Plan and Manage Testing



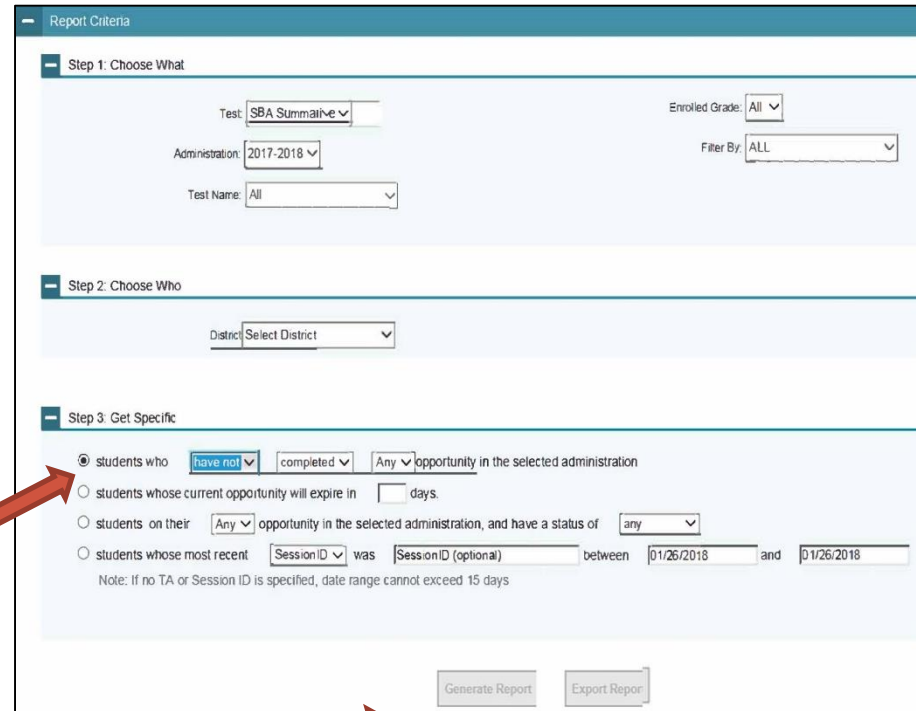
Monitoring Process

4. Filters

1. Must filter accurately
2. Can narrow as fine grain as desired

3. Step 3: Get Specific

1. This is important for finding what you NEED to find



The screenshot shows a web form titled "Report Criteria" with three main sections: "Step 1: Choose What", "Step 2: Choose Who", and "Step 3: Get Specific".

- Step 1: Choose What** includes dropdowns for "Test" (SBA Summative), "Administration" (2017-2018), "Enrolled Grade" (All), "Filter By" (ALL), and "Test Name" (All).
- Step 2: Choose Who** includes a dropdown for "District" (Select District).
- Step 3: Get Specific** contains four radio button options:
 - ☒ students who **have not** completed **Any** opportunity in the selected administration
 - ☐ students whose current opportunity will expire in days.
 - ☐ students on their **Any** opportunity in the selected administration, and have a status of **any**
 - ☐ students whose most recent **SessionID** was **SessionID (optional)** between **01/26/2018** and **01/26/2018**A note below states: "Note: If no TA or Session ID is specified, date range cannot exceed 15 days".

At the bottom right of the form are two buttons: "Generate Report" and "Export Report".

Red arrows from the text "NEED to find" and "Generate report" point to the "Get Specific" section and the "Generate Report" button, respectively.

5. Generate report

*System is designed for flexibility. Know what you are searching for and set filters according to your needs.

Other Monitoring Notes

- **Test Completion Rates**
 - Will give you a quick overview of progress across district/school
 - Will not give you specifics (Who hasn't completed)
- **Test Status Code Report**
 - Will show all assessment statuses

End of Testing Notes

- Participation codes will be available the end of April.
- Information on the student must also be included in Test Security log as well as in TIDE.
- If a student is indicated as a medical exempt, all paperwork must be properly submitted by the district.
- Test refusals are still illegal and impact participation rates.

The Formative Side

The garden analogy

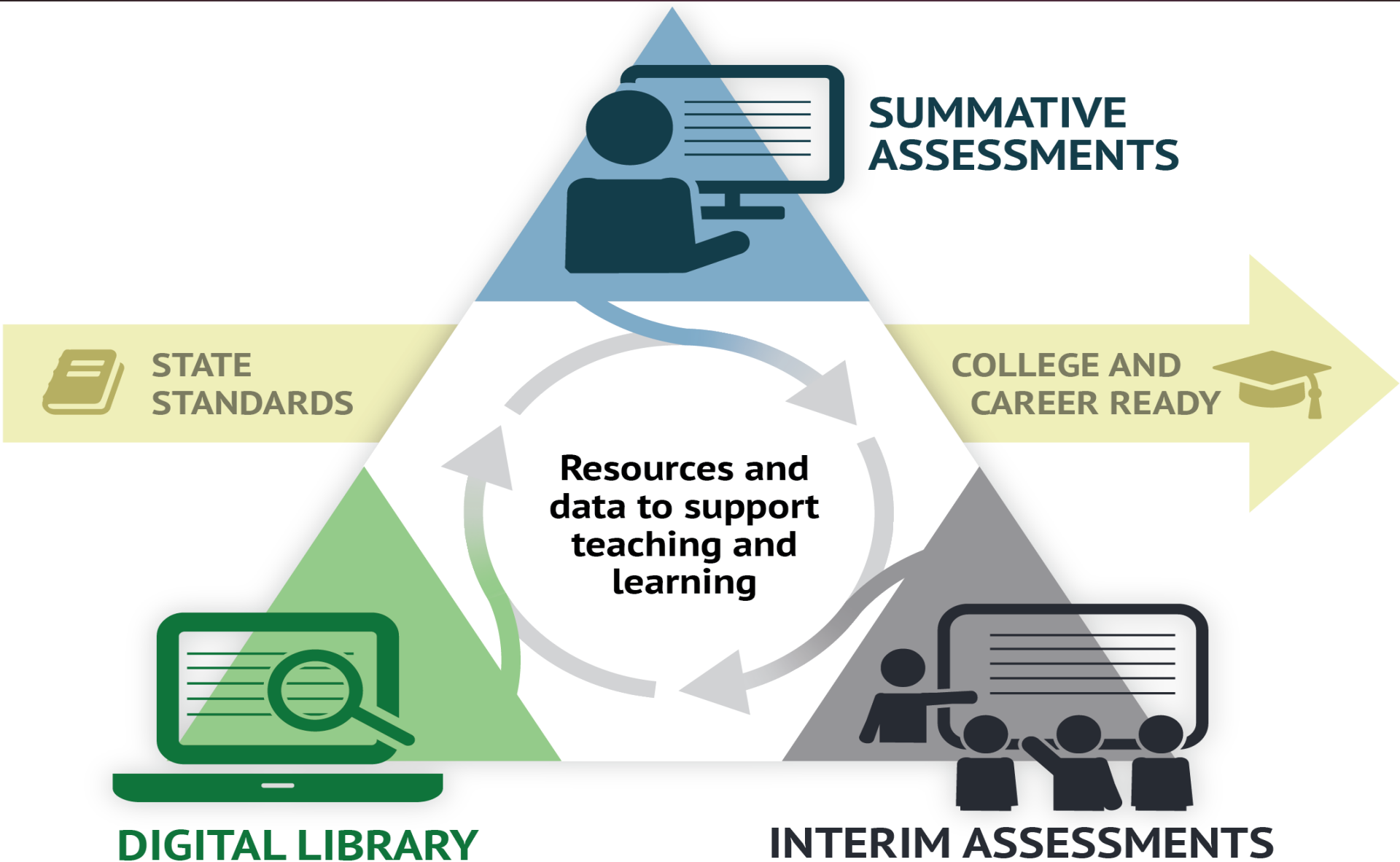
If we think of our children as plants...

Summative assessment of the plants is the process of measuring them. It is interesting and important to compare and analyse measurements but, in itself, this does not affect the growth of the plants.

Formative assessment, on the other hand, is the equivalent of feeding and watering the plants appropriate to their needs – directly affecting their growth.



System Thinking

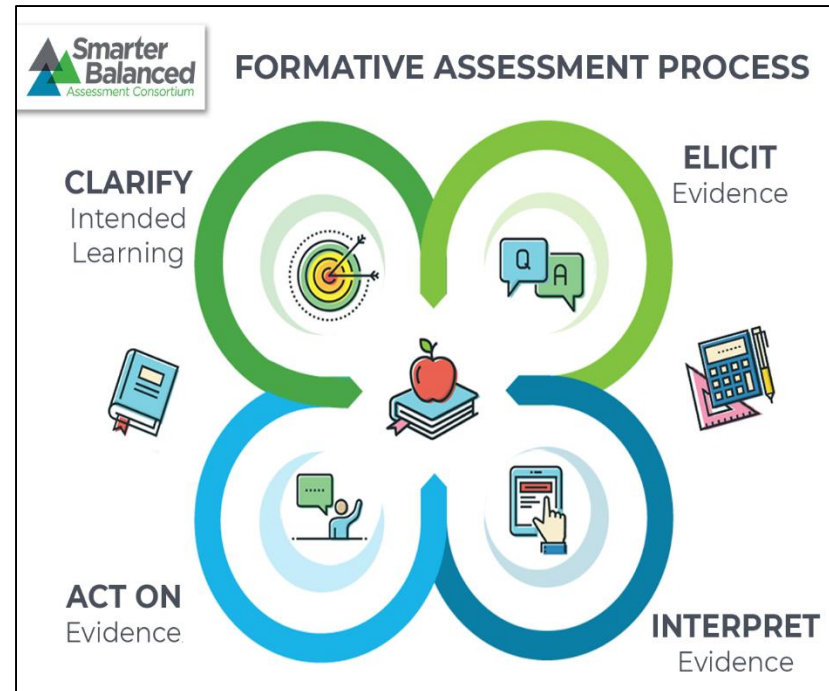


Interim Assessments

What do we already know?

Interim Assessments are designed by the Smarter Balanced Consortium to support teaching and learning throughout the year. Feedback to inform instruction (**Formative Process**) includes:

1. Global measuring of early and midyear progress
2. Identifying specific areas of strength and weakness
3. Assessing skills of incoming students



What do we already know?

Connections to the Summative Assessment

- Items developed as summative items were developed
- Assess South Dakota State Standards
- Universal Design principles
- Exact same operational process as the summative
- Accessibility features

Two types of Interim Assessments

- ICA: Interim Comprehensive Assessment
- IAB: Interim Assessment Blocks

Interim Comprehensive Assessments (ICA)

- Two opportunities
 - Same design as summative tests
 - Assess the same claims and standards as summative
 - New Blueprints!
 - Yield overall scale scores, performance level designation, and claim score information
 - **NOTE:** For scores to be reported, **all** of the following must be completed
 - Student must **submit** the CAT (Presently Fixed Form) portion
 - Student must **submit** the matching PT portion
 - TA must hand score **all** necessary items in AIRWays Reporting
- *Scores are reported in ORS and AIR Ways as a **numeric Smarter Balanced scaled score** and **performance descriptor level**

Interim Assessment Blocks (IAB)

- Two opportunities
 - Assess smaller sets of targets
 - Separate Blueprints
 - Address specific content areas
 - More flexible
 - **NOTE:** TAs will need to hand score **all** necessary items in AIRWays Reporting before data is produced
- *Scores are reported in ORS and AIRWays Reporting as a **performance descriptor level**

What's new?

- Updated blueprints
- New IABs added each year
- Answer Guides and THSS Crosswalk
 - TIDE
 - General Resources
 - Download Interim Test Scoring Materials
 - Crosswalk describes location of **all** constructed response items on all interims

What do we already know?

The Digital Library is a collection of professional learning resources and instructional resources using South Dakota standards to help educators tailor their instruction to students' needs using formative assessment processes. Educators will be able to use these resources throughout the school year to:

- Advance their use of formative tools
- Better understand where students are in their learning
- Identify any misconceptions
- Make quick adjustments to instruction

User Self-Registration Function

Tips...

- (**Technology Coordinators**) Whitelist the following inbound email addresses to facilitate a more smooth registration process:
 - Smarter-DoNotReply@smarterbalanced.org
 - DoNotReply=smarterbalancedlibrary.org@srmail.smarterbalanced.org
 - DoNotReply@srmail.smarterbalanced.org
- For assistance or questions use the [SDDOE Digital Library](#) webpage as a resource

What's New?

Four ways to use interim assessment blocks (IABs) with students

1. Quick Check – Individual Items
2. Instructional Activity – Together
3. Clarify Criteria – Scoring Guides
4. Standardized – Formal Administration

Playlists

Classroom educators worked with Smarter Balanced facilitators to review Interim Assessment Blocks, determine the skills and knowledge aligned to each achievement level, and identify corresponding resources in the Digital Library.

- Educators worked in subject and grade specific groups to review student data on IABs to identify the questions students at each achievement level answer correctly.
- Educators produced descriptions of the content and skills that students at each level are likely to know and are able to do.
- Educators searched through the Digital Library for resources that can serve as instructional springboards for students at each achievement category.
- Based on their search, educators recommended a set of resources for each achievement category.

Playlists

Right is the Grade 7 Ratio and Proportional Relationships Playlist

1. Left-hand side: Performance Descriptor level skills
2. Right-hand side: Resources from the Digital Library that have been matched to those specific Performance Descriptor levels and Interim Assessment Block

| <div> <div>GRADE 7</div> <div>Ratio and Proportional Relationships</div> </div> <div>Digital Library</div> | |
|---|--|
| <p><i>Student Learning Objective: Students analyze proportional relationships and use them to solve real-world and mathematical problems.</i></p> | |
| ABOVE STANDARD | |
| Students are working to solidify the following skills: | Educator-recommended next steps and Digital Library resources |
| <ul style="list-style-type: none"> Solve multi-step percent problems that compare different real-world scenarios Identify the unit rate, of a proportional relationship, between two rational number quantities Given multiple tables, identify all tables Find the unit rate from an equation, table, or diagram | <p>Instructional next-steps include, helping students to:</p> <ul style="list-style-type: none"> Engage in real-life tasks applying the constant of proportionality. Digital Library Example: Find the Constant of Proportionality in a Table, Graph and Equation Reason proportionally in a realistic context. Digital Library Example: Exploring ratio and proportional relationships with the Orange Juice Problem Determine percent increase and decrease. Digital Library Example: Percent Change |
| AT/NEAR STANDARD | |
| Students are working to solidify the following skills: | Educator-recommended next steps and Digital Library resources |
| <ul style="list-style-type: none"> Solve one-step percent problems in familiar context Determine unit rate when given fractional rates or when given larger numbers. Look at a table with whole numbers and find the unit rate. Identify proportional relationship in equation format (discern between correct/ incorrect). | <p>Instructional next-steps include, helping students to:</p> <ul style="list-style-type: none"> Make connections between a graph, table, equation, and a scenario. Digital Library example: Ratios and Proportions in 6th Grade Math Practice applying the ideas of increasing and decreasing percentages. Digital Library example: Introducing Percentage of Change through the "Biggest Loser" Use ratio and proportional reasoning in a real-world context. Digital Library example: Perfect Purple Paint II |
| BELOW STANDARD | |
| Students are working to solidify the following skills: | Educator-recommended next steps and Digital Library resources |
| <ul style="list-style-type: none"> Solve one-step percent problems. Determine unit rate when values in a table or graph are whole numbers. Look at a table or graph with whole numbers and find the unit rate. Identify proportional relationship when a straight line passes through the origin. | <p>Instructional next-steps include, helping students to:</p> <ul style="list-style-type: none"> Use ratio and proportional reasoning in a real-world context. Digital Library example: Perfect Purple Paint I Understand unit rate when associated with a ratio using visuals such as tape diagrams and tables. Digital Library example: Using Unit Rate to Compare Quantities Develop understanding of the rate of proportionality using familiar scenarios. Digital Library example: Find the Constant of Proportionality in a Table, Graph and Equation |

Office of Assessment

Roxanne Weber

Office of Assessment Director

Roxanne.Weber@state.sd.us

605.773.3246

Joe Moran

Assessment Specialist

Joe.Moran@state.sd.us

605.773.3247